

CONFIDENTIAL  
RECORDS MANAGEMENT

Principal accomplishments of the Records Management Staff for Fiscal Year 1961

Salaries of Staff: \$243,397 Tangible dollar benefits from Records Management Projects: \$1,104,986

The accomplishments listed below were selected as representative and are by no means all inclusive.

1. Presented four Shelf Filing Workshops to 137 Agency employees to acquaint them with advantages of using this type of equipment to save space, filing time and equipment costs. Twenty-five shelf file installations were made which decreased floor space requirements 65%; increased filing capacity by 42% and released for other uses over 500 pieces of filing equipment.
2. In collaboration with OTR presented three Subject-Filing Workshops to 131 Agency employees. These workshops emphasized elimination of unneeded records and presented the uniform Agency system for administrative records. Installed 22 subject filing systems in various offices in the DDS, DDI, and DDP areas.
3. Developed disposition standards for the retention and disposal of intelligence collections produced by most members of the USIB Community. As a result, controls over the retention of large quantities of intelligence material were established and CIA can now destroy them on a scheduled basis. Over 1000 feet of records were destroyed immediately.
4. Developed 145 new forms, improved 206 existing forms and made 171 forms obsolete.
5. Received 15,607 feet of inactive records at the Records Center making cumulative receipts of over 103,000 feet or the equivalent of 12,875 four drawer safes with a replacement value of over five million six hundred thousand dollars.
6. Agency offices destroyed 21,803 feet of records, a destruction increase of 38% over the previous Fiscal Year. This, plus the transfer of 15,607 feet of records to the Records Center, resulted in a significant 17% reduction in record holdings in Headquarters offices during FY 1961.
7. Completed four large scale Records Management projects. Two in the Office of Security, one in CAS/DDP and one in TSD/DDP. Some of the benefits were:
  - a. Rescheduling of EOD's for badge processing.
  - b. Storing of files in card cabinets rather than in elevator files as requested by the Badge Office.
  - c. Established a full-time Records Officer position.
  - d. Integrated overt and covert files into one series.

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- e. Eliminated all controls, except one, on cases processing through the Security Records Division.
- f. A complete comprehensive survey of all records, including Vital Materials done throughout the CA Staff.
- g. Complete physical inventory of all records and development of records control schedules. This was the first time such a project ever undertaken in TSD.

Objectives Fiscal Year 1962 and 1963

1. Greater decentralization to Area Records Officers of Records Management functions.
2. Present Workshops to Area Records Officers and other Agency officials on:
  - a. Records Center Operations
  - b. Forms Improvement
  - c. Vital Records
  - d. Records Disposition
  - e. Filing
  - f. Mail Management
3. Continue to promote use of specialized filing equipment and modern filing methods to gain better use of file space.
4. Study and adopt, if practical, a system of microfilming CIA Permanent records.
5. Identify areas with greatest potential for improvement in field of paperwork management in general.
6. Audit the Area Records Management Programs.

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<b>CENTRAL INTELLIGENCE AGENCY</b> <b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	INITIALS	DATE
1	Chief, Budget Division		
2	Attn: Branch 3 <span style="border: 1px solid black; padding: 0 20px;"> </span> copy		
(Shown on second/to addressee)			
3	122 East Bldg.		
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		<input checked="" type="checkbox"/> INFORMATION	SIGNATURE
<b>Remarks:</b>  <p style="text-align: center;">In accordance with your request, there is attached a Statement of Accomplishments of the Records Management Staff for Fiscal Year 1961 and an Outline of Objectives of <sup>PT</sup> Fiscal Year 1962 and 1963.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<div style="border: 1px solid black; width: 150px; height: 20px; margin-bottom: 5px;"></div> <b>DDS</b>			

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